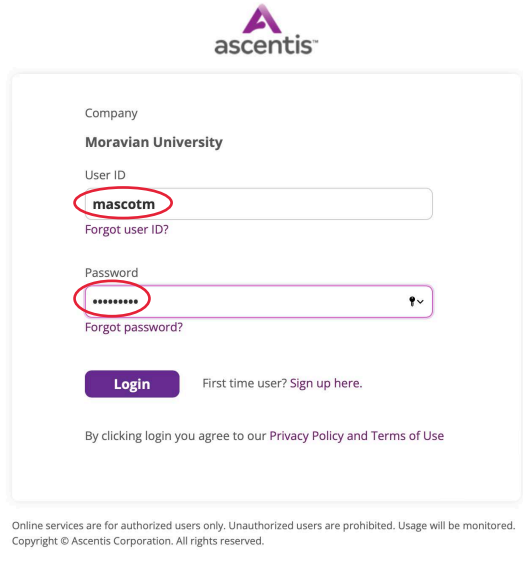


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HOW TO SEE EMPLOYEES THAT WERE DELEGATED TO YOU

1. Go to: [HRportal.moravian.edu](https://hrportal.moravian.edu)
2. Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)



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Company
Moravian University

User ID

[Forgot user ID?](#)

Password

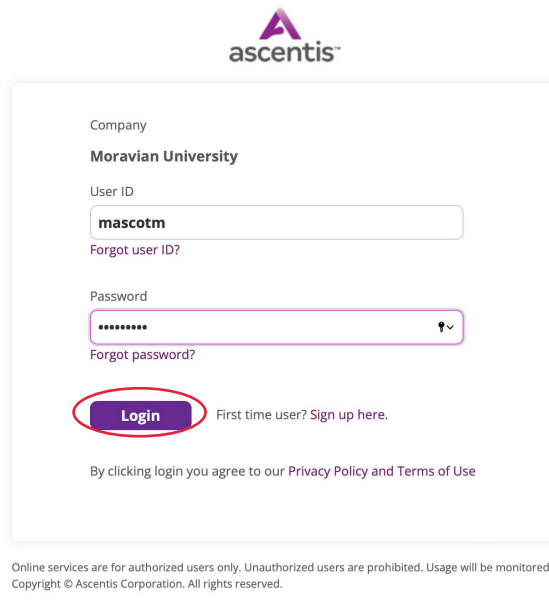
[Forgot password?](#)

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3. Click on “Login”



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[Forgot user ID?](#)

Password

[Forgot password?](#)

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4. Click “Timekeeper”

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

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Educational Benefits Policy & Form

Tuition Remission Approval Form

Tuition Remission Approval Form - Requires AMOS log in

Educational Benefits Policy - Policy and tuition remission procedure currently in review

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5. Find the “My Team” tab located under the person icon in the right hand corner of the screen. Click “My Team”

ascentis

Fri Jun 10, 2022 10:13:44 AM MASCOT, BENNY (520984)

My Team

Profile

Settings

Status: OPEN

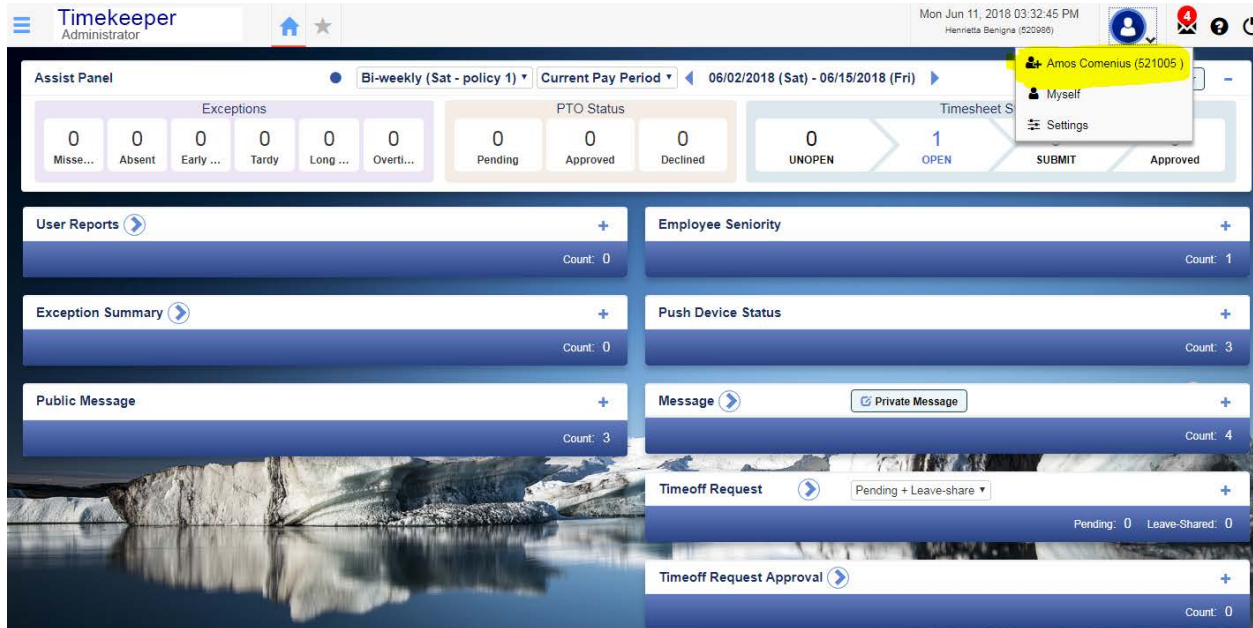
Exception:

Date	Pay Code	In	Out	Reg	OT-1	OT-2
Summary:						
Jun 4, 2022 - Jun 17, 2022				0.00	0.00	

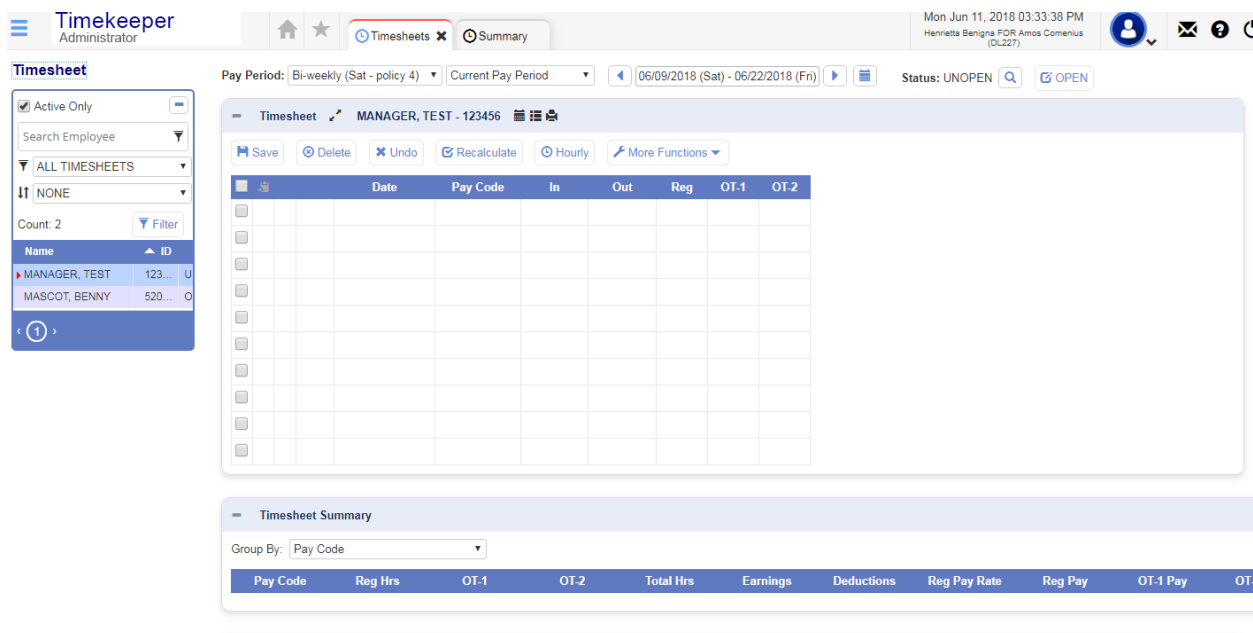
Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

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6. Click on the name of the Supervisor that delegated his/her team to you



7. You now will be able to see his/her team's timesheets by going to Attendance → Timesheets



Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.